



Office of Thrift Supervision

Department of the Treasury

1700 G Street, N.W., Washington, DC 20552 • (202) 906-6000

This is a reissue of Vacancy Announcement 98-13. Previous applicants need not reapply to be considered.

VACANCY ANNOUNCEMENT

Announcement Number: 98-50
Opening Date: 6/25/98
Closing Date: Opened Until Filled
Position, Title, Series & Grade: Automated Information Specialist/Developer,
TG 334-17/18
(Representative of GS-12 in the federal service)
Salary Range: TG-17 - \$41,972 to \$66,460
TG-18 - \$45,958 to \$72,773
Location: Administration
Records Management & Information Policy
Division (RMIP)
Area of Consideration: All Sources
Number of Vacancies: One (Bargaining Unit)
Promotion Potential: TG-19
Sensitivity Code: Moderate Risk, Code 5

DUTIES:

Designs and develops programs, and implements automated solutions to improve the use of OTS electronic communications system. Develops system plans, elements, and technical requirements and oversees automated system solutions. Utilizes skills involving system design, fact-finding, definition of programming specifications, programming, system testing and preparation of documentation in completing project assignments. Serves as project leader or works independently to complete applications projects. Advises offices and OTS officials on the use of electronic communications software and hardware to accomplish information automation goals by problem solving, training, and creative electronic presentations.

QUALIFICATION REQUIREMENTS:

To be found qualified for this position, an applicant must have one year of specialized experience equivalent to the next lower grade in either the federal or

private sector. Specialized experience is experience which is directly related to the same line of work and which has equipped the applicant with the particular knowledge, skills, and abilities (KSA's) required to successfully perform the duties of this position. For this position experiences must typically include those as described in "**DUTIES**" above.

Education may be substituted for specialized experience in accordance with guidelines in the OPM Qualifications Handbook.

U.S. Citizenship is required.

SELECTIVE FACTORS: Candidates who do not provide sufficient evidence of possessing the following selective factor will not receive further consideration:

1. Experience with DOS and other Windows 95 or Windows NT operating systems.
2. Operating experience using HTML to develop/maintain Internet website applications.
3. Operating experience in using Access or a PC-based database.

Note: Department of Treasury CTAP and federal ICTAP eligibles will be considered well qualified if they meet the selective factors and attain at least a fully successful level on each of the KSAs and receive at least a minimum score of 90 in the evaluation process.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED FOR THE POSITION

To make meaningful distinctions among qualified applicants, it is important to address the Knowledge, Skills, and Abilities described below: The weights or point values indicate the relative importance of each factor.

1. Ability to design, develop, and program Internet website applications, such as dynamic server pages, databases and forms. (25/25 Points)
2. Knowledge of current and emerging microcomputer and LAN software and hardware technology specifically with respect to the area of electronic communications (e.g., Intranet, Internet and World Wide Web home page development). (15/20 Points)
3. Analytical skills necessary to perform complex programming work on applications; and to analyze complex problems, evaluate alternative solutions, weigh differing needs, and arrive at viable solutions. (20/25 Points)
4. Interpersonal skills necessary to effectively discuss specifications and programming techniques primarily with co-workers and subject matter experts. (20/15 Points)
5. Ability to handle a variety of projects simultaneously. (20/15 Points)

HOW TO APPLY:

Candidates wishing to receive consideration for this position should submit the following application materials.

1. A completed Application for Federal Employment (SF-171), Optional Application for Federal Employment (OF-612) or resume. Resume should contain the information described in the brochure, "Applying for a Federal Job". If the resume does not contain this information, it may be included on a supplemental attachment or OF-612.
2. A copy of the most recent performance appraisal of record, preferably completed within the last year.
3. Current or former federal employees with competitive status must submit a copy of their latest SF-50, Notification of Personnel Action, which documents their competitive status and tenure.
4. A supplemental statement addressing a candidate's knowledge, skills, and abilities are related to the "Knowledge, Skills, and Abilities Required" that are described on this announcement.
5. Non-status candidates claiming veterans' preference must submit evidence of their eligibility such as a DD-214, Certificate of Release or Discharge from Active Duty or SF-15, Application of 10-Point Veterans Preference and the proof requested on the form. This form must be attached for candidates claiming 10 point preference. Applicants claiming veterans preference who do not submit this evidence will not receive additional points for veterans preference in the rating process.

The Defense Authorization Act of November 18, 1997, extended veterans' preference to persons who served on active duty during the Gulf War from August 2, 1990, through January 2, 1992. The law grants preference to persons otherwise eligible and who served on active duty during this period, regardless of where the person served or for how long. The law also authorizes the secretary of each military department to award the Armed Forces Expeditionary Medal for service in Bosnia during the period November 29, 1995, to a date to be determined. The award of the Medal is qualifying for veterans' preference. More information on veterans' preference is available in the VetGuide that may be found on the United States Office of Personnel Management web site at www.opm.gov.

6. Current or former employees seeking CTAP or ICTAP eligibility must submit proof that they meet requirements under 5 CFR 330.605(a). This includes furnishing a copy of the agency notice of separation or pending separation, a copy of their most recent performance rating, and a copy of their most recent SF-50 noting the current position, grade level, and duty location.

7. Background Survey Questionnaire 79-2 (Optional). This information will not be forwarded to the selecting official and will be held in the strictest confidence.

NOTE: THE FOLLOWING STATEMENTS ARE APPLICABLE:

- Applications must be postmarked no later than the closing date of this announcement. Applications will not be returned.
- The application you submit for this position contains information subject to the Privacy Act of 1974. Information regarding this Act is available upon request.
- Competitive status is not required if the selectee is a handicapped individual eligible for appointment under Section 213.3102(u) of Schedule A.
- Consideration will be given to appointing qualified welfare eligibles.
- All status candidates wishing to be considered under both merit promotion and internal competitive procedures must submit two (2) application packages. When only one application is received, it will be considered under merit promotion procedures only.
- The appointee is required to provide verification of US citizenship and employment eligibility under the Immigration Reform and Control Act of 1985 (P. L. 99-603).
- Male applicants born after December 31, 1959 will be required to complete a statement for selective service registration.
- The selectee may be required to serve a one year probationary period.
- Applications will be accepted from job sharing teams within the area of consideration. Each member of the team must be among the best qualified in order for the team to be selected.
- Appointee must identify a financial institution for direct deposit of pay.

APPLICATIONS SHOULD BE SENT TO:

Chet Thomas
Office of Thrift Supervision
Human Resources Division
1700 G Street, N. W.
Washington, D.C. 20552

Further information may be obtained by calling (202) 906-6061.

THE FEDERAL GOVERNMENT IS AN EQUAL OPPORTUNITY EMPLOYER

OPTIONAL APPLICATION FOR FEDERAL EMPLOYMENT - OF 612

You may apply for most jobs with a resume, this form, or other written format. If your resume or application does not provide all the information requested on this form and in the job vacancy announcement, you may lose consideration for a job.

1 Job title in announcement		2 Grade(s) applying for	3 Announcement number
4 Last name	First and middle names		5 Social Security Number
6 Mailing Address			7 Phone Numbers (incl area code) Day () Eve ()
City	State	Zip Code	

WORK EXPERIENCE

8 Describe your paid and nonpaid work experience related to the job for which you are applying. Do not attach job descriptions.

1) Job Title (if Federal, include series and grade)

From (MM/YY)	To (MM/YY)	Salary \$	per	Hours per week
Employer's name and address				Supervisor's name and phone number ()
Describe your duties and accomplishments				

2) Job Title (if Federal, include series and grade)

From (MM/YY)	To (MM/YY)	Salary \$	per	Hours per week
Employer's name and address				Supervisor's name and phone number ()
Describe your duties and accomplishments				

9 May we contact your current supervisor?

YES [] **NO** [] if we need to contact your current supervisor before making an offer, we will contact you first.

EDUCATION

10 Mark highest level completed. **Some HS** [] **HS/GED** [] **Associate** [] **Bachelor** [] **Master** [] **Doctoral** []

11 Last high school (HS) or GED school. Give the school's name, city, State, ZIP Code (if known), and year diploma or GE D received.

12 Colleges and universities attended. Do **not** attach a copy of your transcript unless requested.

1) Name			Total Credits Earned		Major(s)	Degree - Year (if any) Received
			Semester	Quarter		
City	State	Zip Code				
2)						
3)						

OTHER QUALIFICATIONS

13 **Job-related** training courses (give title and year). **Job-related** skills (other languages, computer software/hardware, tools, machinery, typing speed, etc.). **Job-related** certificates and licenses (current only). **Job-related** honors, awards, and special accomplishments (publications, memberships in professional/honor societies, leadership activities, public speaking, and performance awards). Give dates, but do **not** send documents unless requested.

GENERAL

14 Are you a U.S. citizen? **YES** [] **NO** [] **Give the country of your citizenship.** _____

15 Do you claim veterans' preference? **NO** [] **YES** [] **Mark your claim of 5 or 10 points below.**

5 points [] **Attach your DD 214 or other proof.** **10 points** [] **Attach an *Application for 10-Point Veterans' Preference* (SF 15) and proof required.**

16 Were you ever a federal civilian employee?

NO [] **YES** [] **For highest civilian grade give:** Series _____ Grade _____ From _____ To _____

17 Are you eligible for reinstatement based on career or career-conditional Federal status?

NO [] **YES** [] **if requested, attach SF 50 proof.**

APPLICANT CERTIFICATION

18 I **certify** that, to the best of my knowledge and belief, all of the information on and attached to this application is true, correct, complete and made in good faith. I **understand** that false or fraudulent information on or attached to this application may be grounds for not hiring me or for firing me after I begin work, and may be punishable by fine or imprisonment. I **understand** that any information I give may be investigated.

SIGNATURE

DATE SIGNED

GENERAL INFORMATION

You may apply for most Federal jobs with a resume, the attached Optional Application for Federal Employment or other written format. If your resume or application does not provide all the information requested on this form and in the job vacancy announcement, you may lose consideration for a job. Type or print clearly in dark ink. Help speed the selection process by keeping your application brief and sending only the requested information. If essential to attach additional pages, include your name and Social Security Number on each page.

- For information on Federal employment, including job lists, alternative formats for persons with disabilities, and veterans' preference, call the U.S. Office of Personnel Management at 912-757-3000, TDD 912-744-2299, by computer modem 912-757-3100, or via the Internet (Telnet only) at FJOB.MAIL.OPM.GOV.
- If you served on active duty in the United States Military and were separated under honorable conditions, you may be eligible for veterans' preference. To receive preference if your service began after October 15, 1976, you must have a Campaign Badge, Expeditionary Medal, or a service-connected disability. Veterans' preference is not a factor for Senior Executive Service jobs or when competition is limited to status candidates (current or former career or career-conditional Federal employees).
- Most Federal jobs require United States citizenship and also that males over age 18 born after December 31, 1959, have registered with the Selective Service System or have an exemption.
- The law prohibits public officials from appointing, promoting, or recommending their relatives.
- Federal annuitants (military and civilian) may have their salaries or annuities reduced. All employees must pay any valid delinquent debts or the agency may garnish their salary.
- Send your application to the office announcing the vacancy. If you have questions, contact that office.

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PRIVACY ACT AND PUBLIC BURDEN STATEMENTS

- The Office of Personnel Management and other Federal agencies rate applicants for Federal jobs under the authority of sections 1104, 1302, 3301, 3304, 3320, 3361, 3393, and 3394 of title 5 of the United States Code. We need the information requested in this form and in the associated vacancy announcements to evaluate your qualifications. Other laws require us to ask about citizenship, military service, etc.
- We request your Social Security Number (SSN) under the authority of Executive Order 9397 in order to keep your records straight; other people may have the same name. As allowed by law or Presidential directive, we use your SSN to seek information about you from employers, schools, banks and others who know you. Your SSN may also be used in studies and computer matching with other Government files, for example, files on unpaid student loans.
- If you do not give us your SSN or any other information requested, we cannot process your application, which is the first step in getting a job. Also, incomplete addresses and ZIP Codes will slow processing.
- We may give information from your records to: training facilities; organizations deciding claims for retirement, insurance, unemployment or health benefits; officials in litigation or administrative proceedings where the Government is a party; law enforcement agencies concerning violations of law or regulation; Federal agencies for statistical reports and studies; officials of labor organizations recognized by law in connection with representing employees; Federal agencies or other sources requesting information for Federal agencies in connection with hiring or retaining, security clearances, security or suitability investigations, classifying jobs, contracting, or issuing licenses, grants, or other benefits; public or private organizations including news media that grant or publicize employee recognition and awards; and the Merit Systems Protection Board, The Office of Special Counsel, The Equal Employment Opportunity Commission, the Federal Labor Relations Authority, the National Archives, the Federal Acquisition Institute, and congressional offices in connection with their official functions.
- We may also give information from your records to: prospective nonfederal employers concerning tenure of employment, civil service status, length of service, and date and nature of action for separation as shown on personnel action forms of specifically identified individuals; requesting organizations or individuals concerning the home address and other relevant information on those who might have contracted an illness or been exposed to a health hazard; authorized Federal and nonfederal agencies for use in computer matching; spouses or dependent children asking whether the employee has changed from self-and-family to self-only health benefits enrollment; individuals working on a contract, service, grant, cooperative agreement or job for the Federal Government; non-agency members of an agency's performance or other panel; and agency-appointed representatives of employees concerning information issued to the employee about fitness-for-duty or agency-filed disability retirement procedures.
- We estimate the public reporting burden for this collection will vary from 20 to 240 minutes with an average of 40 minutes per response, including time for reviewing instructions, searching existing data sources, gathering data, and completing and reviewing the information. You may send comments regarding the burden estimate or any other aspect of the collection of information, including suggestions for reducing this burden to U.S. Office of Personnel Management, Reports and Forms Management Officer, Washington, DC 20415-0001.
- Send your application to the agency announcing the vacancy.

***STRAIGHT TALK ON . . . The Federal Job Search
A "3 - Step Process"***

Forget what you have heard about the complexities in finding a Federal job. We have made the process simple! Your job search for Federal career opportunities is now a "3 - Step Process".

Although the actual job search is your responsibility, the U.S. Office of Personnel Management (OPM) has developed the "Federal Employment Information Highway" to assist you along the way. The "Highway" is composed of 3 user-friendly systems that you can use to conduct your personal job search. These systems not only tell you the latest job openings, they provide job ready access to application materials, and also information on a wide range of Federal employment-related topics and programs (listings are updated daily).

Now you can perform your personal job search using your telephone, your personal computer, or by visiting our touch screen computer kiosks located in various locations nationwide.

**STEP 1: USE ANY OF THE AUTOMATED
SYSTEMS ON THE FEDERAL EMPLOYMENT
INFORMATION HIGHWAY**

Federal agencies list job opportunities on the Federal Employment Information Highway. Job seekers can use the "Highway" to find out about Federal career opportunities by using either of these three user-friendly systems. They are:

- OPM's Career America Connection at (912) 757-3000, TDD Service at (912) 744-2299, a telephone-based system that provides current worldwide Federal job opportunities,
- salary and employee benefits information, special recruitment messages and more. You can also record your request to have application packages, forms, and other employment related literature mailed to you. This service is available 24 hours a day, 7 days a week. Request Federal Employment Info Line factsheet EI-42, "Federal Employment Information Sources," for a complete listing of local telephone numbers to this nationwide network.
- OPM's Federal Job Opportunities "Bulletin" Board (FJOB) at (912) 757-3100, a computer-based bulletin board system that provides current worldwide Federal job opportunities, salaries and pay rates, general and specific employment information, and more. You must have a personal computer with a modem to access this system. Many of the jobs announced on the FJOB have complete text announcements attached which can be downloaded or viewed on-line, or you may leave your name and address to have application packages and forms mailed to you. This service is available 24 hours a day, 7 days a week. You may also contact us on the Internet via Telnet at FJOB.MAIL.OPM.GOV and File Transfer Protocol at FTP.FJOB.MAIL.OPM.GOV. Information about obtaining Federal job announcement files via Internet mail should be directed to: INFO@FJOB.MAIL.OPM.GOV.
- Federal Job Information "Touch Screen" Computer, a computer-based system utilizing touch screen technology. These kiosks, located throughout the nation, in



The Federal Job Search . . . A "3 - Step Process"

OPM offices, Federal Office Buildings and other locations, allow you to access current worldwide Federal job opportunities, on-line information, and more with the touch of a finger. You can also leave a request to have application packages, forms and other employment related literature mailed to you. Request Federal Employment Info Line factsheet EI-42, "Federal Employment Information Sources," for a complete listing of the locations of our Touch Screen Computers.

We suggest you check the "Highway" frequently, since job listings on these systems are updated daily.

STEP 2: OBTAIN THE VACANCY ANNOUNCEMENT

Once you have found an opportunity that interests you, using **STEP 1**, you will need more information on the specific opportunity and appropriate application forms. You may obtain a copy of the vacancy announcement and a complete application package by leaving your name and address in one of the automated systems on the "Highway" or, when available, by downloading the actual announcement and any supplementary materials from the FJOB. The vacancy announcement is an important source of information. Most of the questions you may have will be answered as you read through the announcement. For example: closing/deadline dates for applications, specific duties of the position, whether or not a written test is required, educational requirements, duty location, salary, etc.

STEP 3: FOLLOW THE APPLICATION INSTRUCTIONS

You may apply for most jobs with a resume, or the Optional Application for Federal Employment (OF-612), or any written format you choose. For jobs that are unique or filled through automated procedures, you may be given special forms and/or instructions in the job announcement.

Although the Federal Government does not require a standard application form for most jobs, certain information is needed to evaluate your qualifications. If you decide to submit any other format, other than the OF-612, (i.e., a resume), the following information must be included:

Job Information- Announcement number, title and grade.

Personal Information- Full name, mailing address (with zip code), day and evening phone numbers (with area code), social security number, country of citizenship, veterans' preference, reinstatement eligibility, highest Federal civilian grade held.

Education- High school name, city and state, colleges or universities, name, city and state, majors and type and year of any degrees received (if no degree, show total credits earned and indicate whether semester or quarter hours).

Work Experience- job title, duties and accomplishments, employer's name and address, supervisor's name and phone number, starting and ending dates (month and year), hours per week, salary and indicate whether or not your current supervisor may be contacted. Prepare a separate entry for each job.

Other Qualifications- job related training courses (title and year), job related skills, job related certificates and licenses, job related honors, awards, and special accomplishments.

RACE AND NATIONAL ORIGIN IDENTIFICATION

(Please read the instructions and Privacy Act Statement before completing form)

Agency Use Only	Name (Last, First, Middle Initial)	Social Security Number	Birthdate (Month & Year)

Privacy Act Statement

You are requested to furnish this information under the authority of 42 U.S.C. § 2000e-16, which requires that Federal employment practices be free from discrimination and provide equal employment opportunities for all. Solicitation of this information is in accordance with Department of Commerce Directive 15, "Race and Ethnic Standards for Federal Statistics and Administrative Reporting."

This information will be used in planning and monitoring equal employment opportunity programs and to identify employees for inclusion in skill banks and referral pools.

Your furnishing this information is voluntary. Your failure to do so will have no effect on you or on your Federal employment. If you fail to provide the information, however, then

the employing agency will attempt to identify your race and national origin by visual perception.

You are requested to furnish your Social Security Number (SSN) under the authority of Executive Order 9397 (November 22, 1943). That Order requires agencies to use the SSN for the sake of economy and orderly administration in the maintenance of personnel records. Because your personnel records are identified by your SSN, your SSN is being requested on this form so that the other information you furnish on this form can be accurately included with your records. Your SSN will be used solely for that purpose. Your furnishing of your SSN is voluntary and failure to furnish it will have no effect on you; failure to provide it, however, may result in it being obtained from other agency sources

Specific Instructions: The categories below are designed to identify your basic racial and national origin category. If you are of mixed racial and/or national origin, identify your-

self by the category with which you most closely identify yourself. Place an "X" in the box next to the appropriate category. **NOTE:** Mark **only ONE** box.

NAME OF CATEGORY (Mark ONE only)	DEFINITION OF CATEGORY
Categories for Use in All Jurisdictions Except Hawaii* and Puerto Rico	
<input type="checkbox"/> A American Indian or Alaskan Native	A person having origins in any of the original peoples of North America, and who maintains cultural identification through community recognition or tribal affiliation.
<input type="checkbox"/> B Asian or Pacific Islander	A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands. This area includes, for example, China, India, Japan, Korea, the Philippine Islands, and Samoa.
<input type="checkbox"/> C Black, not of Hispanic origin	A person having origins in any of the black racial groups of Africa. Does not include persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish cultures or origins (see Hispanic).
<input type="checkbox"/> D Hispanic	A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish cultures or origins. Does not include persons of Portuguese culture or origin.
<input type="checkbox"/> E White, not of Hispanic origin	A person having origins in any of the original peoples of Europe, North Africa, or the Middle East. Does not include persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish cultures or origins (see Hispanic). Also includes persons not included in other categories.
Categories for Use in Puerto Rico	
<input type="checkbox"/> D Hispanic	A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish cultures or origins whose official duty station is in Puerto Rico. Does not include persons of Portuguese culture or origin.
<input type="checkbox"/> Y Not Hispanic in Puerto Rico	A person not of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish cultures or origins whose official duty station is in Puerto Rico.

